



PLANNED SIGN PROGRAM SUBMITTAL REQUIREMENTS

**City of Greenwood Village
Community Development Department**

6060 S. Quebec Street
Greenwood Village, CO 80111-4591
(303) 486-5783; FAX (303) 773-1238

SUBMITTAL REQUIREMENTS:

1. APPLICATION FORM
2. APPLICATION COVER LETTER ADDRESSING APPROVAL CRITERIA
3. SITE PLAN
 - Drawn to scale and showing the entire property and adjacent streets.
 - Show all existing and proposed sign locations, numbered to correspond to the application.
 - Show existing and proposed site improvements relevant to the request, including curb cuts and driveways.
 - Show existing and proposed landscaping relevant to the request, including proposed landscaping around the base of ground signs.
 - Dimension the setbacks of all proposed and existing ground signs from the street curb.
 - Demonstrate that sight distance triangles for ground signs have been met.
4. COLOR SIGN SPECIFICATION DRAWINGS FOR ALL SIGNS
 - Drawn to scale and dimensioned.
 - Call out the materials, colors, sign area, sign height, maximum letter and/or logo size, method of letter and/or logo attachment, and method and intensity of illumination.
5. COLOR BUILDING ELEVATION DRAWINGS OR PHOTO-SIMULATIONS FOR ALL PROPOSED WALL SIGNS
 - Drawn to scale.
6. LEGIBILITY ANALYSIS (*For Proposed I-25 Signage*)
7. APPLICATION FEE
 - \$150
 - Checks should be made payable to: City of Greenwood Village.
8. LETTER OF AUTHORIZATION (if applicant other than property owner)

SUBMITTAL DEADLINE:

Submittals must be deemed complete by staff a minimum of 21 days ahead of the anticipated Planning and Zoning Commission meeting. The Planning and Zoning Commission meets on the first and third Tuesday of each month.

Note: It is recommended that the applicant submit one copy of the submittal materials for preliminary staff review. Once the application is deemed complete, the applicant will be asked to submit 15 copies of the site plan, sign specification drawings, elevation drawings/photo simulations, legibility analysis, and any other supporting documentation for the Commission packets.

APPROVAL CRITERIA:

Per section 16.2.80 (d) of the Zoning Ordinance, prior to the approval of a planned sign program, the Planning and Zoning Commission shall find that the following criteria have been met:

1. The program will accomplish the general objectives of this Chapter with regard to encouraging a desirable urban character, enhancing the economic value of the community, reduction of safety hazards and provision of way-finding;
2. The program is well-designed and pleasing in appearance employing variety and good design relationships;
3. The program is compatible with the Comprehensive Plan and adjacent land uses; and
4. Illumination and size of signs in the program is appropriate for the location, use and character of the neighborhood, particularly existing nearby residential uses or structures. The program should minimize adverse impacts from intense illumination and large signs or structures which visually dominate an area.

In addition to the approval criteria, the following standards of Section 16.2.80 shall also be considered:

(e) Sign copy. The sign copy for a sign shall not exceed forty percent (40%) of the sign area.

(f) Signs affixed to buildings.

(1) The sign area for a sign affixed to a building shall not exceed ten percent (10%) of the building façade upon which such sign is located.

(2) A sign located above a building façade (eave line) shall be integral with the building and also an integral design feature of the building.

(g) Signs within sixty (60) feet of property used for residential purposes. Signs, including lighting, shall be designed to minimize negative visual impacts on nearby residential neighborhoods. Signs shall not be illuminated after the close of business.

(h) Ground signs.

(1) Ground signs within the I-25 corridor shall not exceed the height necessary for the sign to be legible for motorists traveling on I-25. If highway and light rail infrastructure do not provide a visual impediment, then a ground sign shall meet the height standard for the applicable zone district. A request for a deviation from the ground sign height standard for the applicable zone district should include adequate documentation, such as photo-simulations and cross-sections, demonstrating the need for the deviation from the height standard for motorists to reasonably view the signs from I-25.

(2) Monument signs with architecturally compatible bases are encouraged in order to avoid a top-heavy appearance of the sign.



PLANNED SIGN PROGRAM APPLICATION

City of Greenwood Village
Community Development Department

6060 S. Quebec Street
Greenwood Village, CO 80111-4591
(303) 486-5783; FAX (303) 773-1238

Property Address: _____

Existing Zoning: _____ **Existing Use:** _____

Site Size (acres): _____ **Total Building Size (sq. ft.):** _____

CONTACT:

Name/Title: _____

Company: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

PROPERTY OWNER:

Name/Title: _____

Company: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained within this application are true and correct to the best of my knowledge.

City of Greenwood Village
County of Arapahoe
State of Colorado

Print Name: Owner or Authorized Agent
(If agent, attach agency authorization.)

Signature: Owner or Authorized Agent

Mailing Address

City, State, Zip

Subscribed and sworn before me this _____ day of _____ , _____
by _____
Print Owner/Agent's Name

(Seal)

Notary Public

My commission expires: _____

NOTICE OF PUBLIC HEARING

Date: _____

(Name of Property Owner)

(Street)

(City, State, Zip)

Dear _____,

Please be informed that on _____ at 7:00 P.M., a
PUBLIC HEARING will be held before the **PLANNING & ZONING COMMISSION** at
Greenwood Village City Hall, 6060 S. Quebec Street, Greenwood Village, CO 80111-4591.

An approval is being requested for: _____

Please find enclosed a copy of the application, site plan, and other applicable material. You may
contact _____, at (303) 773-0252, or the
applicant if you have any questions. Feel free to appear at the hearing or send written comments.

(Name of Applicant)

(Street)

(City, State, Zip)

(Phone)

SIGN #1:

Existing to Remain / Proposed (*circle one*)

Type: Ground _____ Wall _____ Other _____ (Explain) _____

Location: _____

Overall Sign Dimensions (*height by length*): _____ ft. by _____ ft.

Sign Area: _____ sq. ft.

Sign Copy as a Percentage of Sign Area: _____ %

Sign Height: _____ ft. above grade

Building Frontage or Storefront Width: _____ ft. (*for wall signs only*)

Ground Sign Setback Distance: _____ ft. from street curb

Method of Illumination: _____

Copy: _____

Attach 8.5 x 11 inch or 11 x 17 inch Tri-folded Sign Specification Drawing

SIGN #2:

Existing to Remain / Proposed (*circle one*)

Type: Ground _____ Wall _____ Other _____ (Explain) _____

Location: _____

Overall Sign Dimensions (*height by length*): _____ ft. by _____ ft.

Sign Area: _____ sq. ft.

Sign Copy as a Percentage of Sign Area: _____ %

Sign Height: _____ ft. above grade

Building Frontage or Storefront Width: _____ ft. (*for wall signs only*)

Ground Sign Setback Distance: _____ ft. from street curb

Method of Illumination: _____

Copy: _____

Attach 8.5 x 11 inch or 11 x 17 inch Tri-folded Sign Specification Drawing

SIGN #3:

Existing to Remain / Proposed (*circle one*)

Type: Ground _____ Wall _____ Other _____ (Explain) _____

Location: _____

Overall Sign Dimensions (*height by length*): _____ ft. by _____ ft.

Sign Area: _____ sq. ft.

Sign Copy as a Percentage of Sign Area: _____ %

Sign Height: _____ ft. above grade

Building Frontage or Storefront Width: _____ ft. (*for wall signs only*)

Ground Sign Setback Distance: _____ ft. from street curb

Method of Illumination: _____

Copy: _____

Attach 8.5 x 11 inch or 11 x 17 inch Tri-folded Sign Specification Drawing

SIGN #4:

Existing to Remain / Proposed (*circle one*)

Type: Ground _____ Wall _____ Other _____ (Explain) _____

Location: _____

Overall Sign Dimensions (*height by length*): _____ ft. by _____ ft.

Sign Area: _____ sq. ft.

Sign Copy as a Percentage of Sign Area: _____ %

Sign Height: _____ ft. above grade

Building Frontage or Storefront Width: _____ ft. (*for wall signs only*)

Ground Sign Setback Distance: _____ ft. from street curb

Method of Illumination: _____

Copy: _____

Attach 8.5 x 11 inch or 11 x 17 inch Tri-folded Sign Specification Drawing

SIGN # _____ :

Existing to Remain / Proposed (*circle one*)

Type: Ground _____ Wall _____ Other _____ (Explain) _____

Location: _____

Overall Sign Dimensions (*height by length*): _____ ft. by _____ ft.

Sign Area: _____ sq. ft.

Sign Copy as a Percentage of Sign Area: _____ %

Sign Height: _____ ft. above grade

Building Frontage or Storefront Width: _____ ft. (*for wall signs only*)

Ground Sign Setback Distance: _____ ft. from street curb

Method of Illumination: _____

Copy: _____

Attach 8.5 x 11 inch or 11 x 17 inch Tri-folded Sign Specification Drawing